



LASSEN COUNTY
CHILDREN AND FAMILIES COMMISSION
MEETING MINUTES

September 4, 2003, 1:30 p.m.
1345 Barry Creek Plaza, Suite B
Susanville, California

Commissioners Present: Doug McCoy, Kathy Colvin, Alternate, Patsy Jimenez, Sheral Thorlaksson, Karol Merten, Janice Irvin, Jim Chapman

Commissioners Absent: Alternate Member Brian Dahle, Alternate Member Shannon Gerig, Bobby Malone Mae Sherman

Commission Staff: Laura Roberts, Dennis Wilkes

Visitors: Barbara Tiner, Yvonne O'Neill, Lynn Randolph, Diana Wemple, Brenda Poteete, Lillian Arnold, Tonya Moore

1. **Welcome and Introductions:** Chairperson, Doug McCoy called the meeting to order at 1:35 p.m. The Chairperson welcomed everyone, and all introduced themselves.
2. **Public Comment:** There was no public comment.
3. **Approval of Agenda:** Commissioner Jimenez moved that the agenda be approved as amended. Commissioner Irvin seconded the motion. There was no discussion. The motion passed.
4. **Consent Calendar:** The consent calendar was presented. Commissioner Chapman moved to approve the consent calendar. Commissioner Jimenez seconded the motion. There was no discussion. The motion passed, with Commissioner Elam abstaining. Items approved on the consent calendar are:
 - 2a. SUBJECT: Approval of Minutes LCCFC Meeting of August 5, 2003
 - 2b. SUBJECT: Approval of Fiscal Report
5. **Contract Amendment Regarding Reimbursement Policy for AmericCorps:** Laura explained the need to modify the contract. Commissioner Irvin moved to amend the agreement, Commissioner Thorlaksson seconded the motion. The motion passed unanimously.
6. **CARES Contract Renewal:** Commissioner Chapman moved to approve the contract as specified. Commissioner Elam seconded the motion. The motion carried unanimously.
7. **Mini Grant Requests: Promises Playground Program:** Elam moved to approve the mini grant for Promises. Commissioner Colvin seconded the motion. The motion passed unanimously.

New Horizons Christian School: Commissioner Elam stated that it is very important to support this type of proposal and stated that in her estimation, it is significantly different and should be awarded. She stated there is very little funding to support preschools and child care resources. Commissioner Chapman commented on the policy also. Commissioner Elam stated that the policy needs to be amended in the future but that this grant should be considered under existing policies. Commissioner Elam moved that the application be approved as submitted. Commissioner Irvin seconded the motion. Discussion ensued with Brenda Poteete questioning the definition of "entity" because Headstart is managed by SCFO but has different sites. The Herlong Headstart would like to apply for a playground grant but is a part of SCFO. Commissioner Irvin would like to see additional efforts to draw in other sources of funding. The focus of the New Horizon application is still large motor skills as is the first application. Commissioner Chapman commented that without a review of existing

policies, we need to be sure that first time applicants are satisfied. It was suggested that the application be tabled until March 1, 2004 at which time it will be reconsidered by the Commission. Commissioner Chapman moved that the application be tabled until March 1, Commissioner Jimenez seconded the motion. The motion was approved unanimously. The initial motion was withdrawn. It was requested to put discussion of mini grant award policy on the next agenda for discussion.

8. **Media:** Lynn Randolph, Media consultant for our First Five Region spoke about media opportunities and what would perhaps be the best use of funds. The following Media opportunities were discussed: Quarterly Newsletter, Web Page Update/Hosting/Maintenance Costs, Annual Report in Calendar Format, Full Page Ad Once Per Year, development of an information packet, and inclusion of one the small 4x4 Dandy Books in the New Parent Kits. Ms. Randolph indicated that the full page ad would not be a good use of media dollars. After extensive discussion, it was moved by Commissioner Elam, and seconded by Commissioner Thorlaksson to:

- produce 100 (increase when needed) copies of a quarterly newsletter to be printed in-house at an estimated cost of \$30.00 plus cost of paper and layout and design for a total estimated cost of \$200 per issue x 4 issues per year for a total of \$800.00. The document is to be posted on the website;
- Create a new and updated website with IQ Systems for a one time cost of \$600, plus \$30.00 per month for web hosting, and \$50.00 per month for website maintenance, and approximately \$150.00 for the URL;
- Create an annual report in calendar format, 100 calendars, \$420.00 for copy costs, \$80.00 for paper, \$200 for layout and design, to be posted on website as well;
- Purchase 600 "Dandy Day" 4x4 booklets at a cost of \$1.15 per book to put in the New Parent Kits

The motion carried unanimously.

Additionally it was suggested that an informational packet be developed containing a broad spectrum of information that can be used by other organizations or agencies in their newsletters. Commissioner Irvin moved that such a packet be developed, Commissioner Jimenez seconded the motion. The motion carried unanimously.

9. **Resignation of Karol Merten:** Jimenez moved to accept the resignation with regret and to authorize recruitment of a new Commissioner through the County Clerk. Seconded with regret by Commission Irvin. The motion passed. A gift made by Laura and a card signed by many was presented to Commissioner Merten for her hard work and dedication on behalf of children and families.

10. **Reports** from projects on a quarterly basis rotated on a quarterly basis. Commissioner Elam moved that reports be received by the Commission from programs on a quarterly basis, rotated by project. Kathy Colvin seconded the motion. Motion carried unanimously.

11. **Mini Grant Application and Review Process:** Chairman McCoy presented a modified mini grant review form. There was brief discussion of the review process, with all present commissioners indicating their support for the new review form. The matter will be placed on the next agenda as an action item.

12. **Learning Opportunities Format for Future Meetings:** Chairman McCoy explained a learning opportunity format for future meetings, a time to learn something at each meeting. Such an opportunity might be limited to a brief 10 minute block of time at a meeting. Some suggestions for learning topics: Child Care 101, effect of violence on brain development, program area topics that are listed on the mini grant application. A topic of learning will appear on the next agenda.

13. **Other:** September 27, 11-1:00, first anniversary celebration of Westwood Family Resource Center.

14. **Adjourn:** The meeting was adjourned at 3:45 p.m.

Respectfully submitted,

Laura J. Roberts
Executive Director